



MICHAEL ANDERSON

CORPORATE TRAVEL OPERATIONS MANAGER

CONTACT

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-  San Francisco, CA

SKILLS

- Strategic planning
- Cost management
- Travel technology
- Analytical skills
- Vendor relationships
- Customer service

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN HOSPITALITY
MANAGEMENT, UNIVERSITY OF
FLORIDA**

ACHIEVEMENTS

- Reduced travel costs by \$500,000 within the first year of management.
- Recognized for excellence in travel program management by industry peers.
- Successfully launched a mobile app for seamless travel booking and management.

PROFILE

Accomplished Corporate Travel Manager with extensive expertise in the strategic oversight of corporate travel operations, focusing on efficiency and cost-effectiveness. Possesses a robust understanding of global travel trends and regulations, coupled with an ability to adapt to the evolving needs of corporate clients. Recognized for exceptional analytical skills and a data-driven approach to travel management, leading to significant savings and enhanced traveler satisfaction.

EXPERIENCE

CORPORATE TRAVEL OPERATIONS MANAGER

Tech Innovators Corp.

2016 - Present

- Managed corporate travel operations for a workforce of over 5,000 employees.
- Implemented a new travel management system, increasing booking efficiency by 40%.
- Developed training programs for employees on travel policies and procedures.
- Negotiated favorable contracts with travel providers, achieving a 15% cost reduction.
- Conducted regular reviews of travel expenditures to identify areas for improvement.
- Collaborated with HR to ensure seamless travel arrangements for new hires.

TRAVEL PROGRAM COORDINATOR

Business Travel Agency

2014 - 2016

- Coordinated travel arrangements for corporate clients, ensuring adherence to budgets.
- Provided exceptional customer service, resulting in a 95% client satisfaction rating.
- Analyzed travel patterns to recommend policy adjustments for cost savings.
- Maintained comprehensive records of travel bookings and expenses.
- Assisted in the planning and execution of company-wide events and conferences.
- Developed and maintained strong relationships with travel vendors.